

## TREATMENT WORKS APPROVAL CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

The submittal of an administratively complete Treatment Works Approval (TWA) application is essential for a quick and timely review. If the TWA application is not administratively complete at the time of submittal, **the review of the application will be delayed**. Therefore, please make sure that you have provided the items listed in N.J.A.C.7:14A-22.8(a). Below is a checklist that you may use.

- ☐ ❶ Original Application Form TWA-1, signed and sealed.
- ☐ ❷ Original Engineer's Report Form WQM-006, signed and sealed. (For All General Industrial TWAs, see [❸] below.)  
*NOTE: Project specific Engineer's Report in lieu of the Form WQM-006 is required for Sewage Treatment Plants.*
- ☐ ❸ Original completed Consent Form WQM-003.  
*NOTE: Resolutions authorizing appropriate signature from Municipalities and Sewerage Authorities (as applicable) on ALL submitted forms (TWA-1, WQM-003) are required.*
- ☐ ❹ Application Review Fee, payable to "Treasurer, State of New Jersey, Environmental Services Fund". See Fee Schedule for fee calculation.  
*NOTE: For General Industrial TWAs, the minimum Application Review Fee is required.*
- ☐ ❺ A breakdown of the Construction Cost Estimate for the proposed sewerage facilities.
- ☐ ❻ Copies of Receipts of Public Notification from the Municipal Planning Board and the Municipal Environmental Commission.  
*NOTE: If the municipality does not have an Environmental Commission, a receipt from the County Environmental Commission must be obtained. If neither exists, then a letter stating such must be submitted.*
- ☐ ❼ Copy of appropriate USGS Quadrangle Map with project site clearly delineated.
- ☐ ❽ One (1) set of Final Plans and Profiles signed and sealed by a New Jersey Licensed Professional Engineer on each sheet. Plans must be marked "FINAL" or "FINAL FOR SEWER DESIGN". Plans are to include standard details of sewerage appurtenances.
- ☐ ❾ One (1) set of Construction Specifications, signed and sealed by a New Jersey Licensed Professional Engineer.
- ☐ ❿ Copy of Sewer Connection Ban Exemption Approval, if the project is located in a ban area.

**[❸] For All General Industrial TWAs ONLY, the following additional items will be required:**

- a) A Completed Licensed Operator Grading Sheet Form DWR-175;
- b) An Engineer's Certification for General Industrial TWAs, signed and sealed by a New Jersey Licensed Professional Engineer; in accordance with N.J.A.C. 7:14A-22.6(a)3;
- c) An Engineer's Abstract containing, at a minimum, the following:
  - i. A description of waste treatment system;
  - ii. The ultimate destination of all wastewater and residuals;
  - iii. Listing of all pollutants, including regular and intermittent flows, which may enter the system;
  - iv. The average and peak flow requirements; and
  - v. The expected composition of effluent from the treatment system.
- d) For direct dischargers to surface or groundwater, or for indirect dischargers required to obtain a NJPDES/SIU permit from the Department, a copy of a valid NJPDES permit and/or a General NJPDES permit authorization.

Please submit application to  
NJDEP, Division of Water Quality  
Bureau of Permit Management  
401 East State Street, 3rd Floor East Wing  
PO Box 029  
Trenton, New Jersey 08625-0029  
Attention - John Maselli (TWA Program)